

GOVERNMENTWIDE PURCHASE CARD CD-ROM - BOTTOM HALF REPORT

TOPICID1

003

TITLE

What You Will Learn

QUESTION1

QUIZZABLE1

No

Y11

Y21

Y31

Y41

W11

W21

W31

Y11

PLAIN1

ENHANCE1

Y21

PLAIN1

ENHANCE1

Y31

PLAIN1

ENHANCE1

Y41

PLAIN1

ENHANCE1

W11

ENHANCE1

PLAIN1

EXH.D

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W2\

ENHANCE\

PLAIN\

W3\

ENHANCE\

PLAIN\

TOPICID\

004

TITLE\

The Intent of the purchase card program

QUESTION\

The purchase card is a bonfide VISA card. It might appear to you that a purchase card is used the same way as a "credit card". Is this, indeed, the case?

QUIZZABLE\

Yes

Y1\

The purchase card allows me to "charge" my purchases similiar to a "credit card". But, it can only be used for government business, normally for purchases under \$2500.

Y2\

Y3\

Y4\

W1\

I can purchase what I need and spread the payments out over time even if I don't have the funds right now.

W2\

W3\

Since the purchase card replaces Imprest Funds, I can use my purchase card for cash advances as long as they are for government business.

Y1\

You think the the purchase card can only be used for government business and normally for purchases under \$2,500. Yes, it is only for government business and for most cardholders normally only for purchases under \$2500.

PLAIN\

ENHANCE\

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\Y2\

\PLAIN\

\ENHANCE\

\Y3\

\PLAIN\

\ENHANCE\

\Y4\

\PLAIN\

\ENHANCE\

\W1\

Even though the purchase card looks like a "credit card", funds must be available or obligated before purchase. "Financing" of purchases is not allowed.

\ENHANCE\

Funds must be "obligated" before they can be "spent" through use of the purchase card.

\PLAIN\

\W2\

\ENHANCE\

\PLAIN\

\W3\

The purchase card STRICTLY prohibits cash advances, even though the advance might be for government business. Since the purchase card is a VISA card and widely accepted, your need for cash should be minimal.

\ENHANCE\

If you attempt a cash advance, the transaction will be rejected.

\PLAIN\

\TOPICID\

005

\TITLE\

Benefits of the purchase card to the government

\QUESTION\

Let's continue our discussion. There are numerous benefits associated with using the purchase card for approved purchases. What are the most important benefits for your Agency?

\QUIZZABLE\

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No

(Y1)

The purchase card provides my Agency with better financial and cash management controls over low dollar value, but high volume, procurements.

(Y2)

My Agency saves time using the purchase card.

(Y3)

I believe the purchase card program saves money because my Agency makes only one payment to the Credit card company instead of thousands of checks to individual vendors. My Agency also avoids late payments to vendors.

(Y4)

All of the Above.

(W1)

(W2)

(W3)

It saves resources because I will have a contracting official directly assigned to negotiate for the purchases I need to make with the purchase card. I will have a person familiar with my needs to help me make my purchases. I believe this will be a more efficient use of resources.

(Y1)

You feel that the most important benefits of the purchase card program for your Agency are the financial and cash management controls it offers. Yes, the purchase card program provides management reports that will assist your Agency in managing its purchases and earning refunds for its timely payments.

(PLAIN)

(ENHANCE)

In addition, your Agency can improve its forecasting, payment consolidations, and avoid reliance on the use of Imprest funds.

(Y2)

You feel your Agency will save time. Yes, the government saves time because the purchasing is simplified by ordering via fax, on line or in person using the purchase card.

(PLAIN)

The purchase card saves minutes, dollars, and expertise so they can all be applied where they are really needed.

(ENHANCE)

(Y3)

You have a hunch that the purchase card program saves money because your Agency makes only one payment to the Credit card company instead of thousands of checks to individual vendors. Your Agency also avoids late payments to vendors. Your hunch is correct.

(PLAIN)

(ENHANCE)

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Y4\

You feel the most important benefits of the purchase card program for your Agency are represented by all of the above answers. Yes, it's true. The purchase card provides your Agency with better financial and cash management controls over low dollar value, but high volume, procurements. This is also a benefit of the purchase card program. In addition, your Agency saves time, money and resources using the purchase card. These are very compelling reasons for purchase card use, don't you think? Sometimes during this training you will want to choose more than one answer. This is okay! It is a wonderful chance for you to explore a variety of viewpoints and gain more useful knowledge to assist you in your successful use of the purchase card.

PLAIN\

ENHANCE\

W1\

ENHANCE\

PLAIN\

W2\

ENHANCE\

PLAIN\

W3\

Oh! You feel that the Purchase card program saves resources because you will have a contracting official directly assigned to negotiate for the purchases you need to make with the purchase card. You think that you will have a person familiar with my needs to help me make my purchases. No! The purchase card program empowers you to make your own purchases WITHOUT a contracting official's involvement!

ENHANCE\

PLAIN\

TOPICID\

006

TITLE\

Benefits of the purchase card to You

QUESTION\

I would like to ask you a question. Why should you get and use the purchase card as soon as possible?

QUIZZABLE\

No

Y1\

I should get and use the purchase card as soon as possible because the purchase card will shorten my lead time to make micropurchases (under \$2,500) giving me immediate access to what is needed to support my mission.

Y2\

As a cardholder, you are going to be able to decide what to purchase, when to buy it, from whom to buy it after che

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cking funds availability yourself much more quickly than the current system allows.

Y3\

All of the Above.

Y4\

W1\

W2\

W3\

Y1\

You see shortened lead times to getting critical supplies or services as one of the primary reasons you should use the purchase card. You understand that you will be able to get many of the supplies and services you need right when you need them. This will enable you to meet deadlines more effectively.

PLAIN\

ENHANCE\

Y2\

You have zeroed in on the control you have in deciding what to purchase, when to buy it, from whom to buy it, and managing your own funds availability when using the purchase card. Yes, the concept of the purchase card Program is much like "just-in-time".

PLAIN\

ENHANCE\

You will not be spending your department's precious financial resources in inventory but instead will get just what you need when you need it.

Y3\

You see advantages in shortened lead times to getting critical supplies or services AND the control you have in deciding what to purchase and when as BOTH being good reasons to use the purchase card. Right you are!

PLAIN\

ENHANCE\

Y4\

PLAIN\

ENHANCE\

W1\

ENHANCE\

PLAIN\

W2\

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\ENHANCE\

\PLAIN\

\W3\

\ENHANCE\

\PLAIN\

\TOPICID\

007

\TITLE\

Qualifications to Become a cardholder

\QUESTION\

There are some steps to take to become a cardholder. How do you qualify to become a purchase cardholder?

\QUIZZABLE\

Yes

\Y1\

I routinely have to fill out purchase requests for small purchases. Since, I do this as part of my job, I could begin to complete the steps necessary to become a cardholder.

\Y2\

\Y3\

\Y4\

\W1\

I must fill out a Personal History Form so a credit check can be completed for me.

\W2\

\W3\

I must be Grade 13 or above to become a cardholder.

\Y1\

You feel your responsibility to make small purchases, or micro-purchases (under \$2500), qualifies you to become a cardholder. Yes, as long as you are a current government employee (any grade) or a reimbursable government contractor, these are the preliminary qualifications. In addition, you need to fill out a few forms and complete this training.

\PLAIN\

\ENHANCE\

\Y2\

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\PLAIN\

\ENHANCE\

\Y3\

\PLAIN\

\ENHANCE\

\Y4\

\PLAIN\

\ENHANCE\

\W1\

So your first step would be to fill out a Personal History Form so a credit check can be completed for you? This is not at all what you should do.

\ENHANCE\

\PLAIN\

\W2\

\ENHANCE\

\PLAIN\

\W3\

You feel you must be at least a Grade 13 to become a cardholder. Actually if you are a current government employee, ANY GRADE, or a reimbursable government contractor, you have fulfilled one qualification to become a cardholder. The other important criteria is to have the responsibility, as part of your job, to make small purchases, or micro-purchases (under \$2500). Once you complete the training and fill out a few forms you are able to qualify as a cardholder.

\ENHANCE\

\PLAIN\

\TOPICID\

008

\TITLE\

Statutes that Authorize and Govern Use of the purchase card

\QUESTION\

As you know, all government programs must be authorized by law. Can you name the most important regulations that govern the use of the purchase card?

\QUIZZABLE\

No

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Y1\

Y2\

Y3\

Y4\

W1\

The purchase card is authorized completed and only by an Executive Order.

W2\

My Agency's regulations govern the use of the purchase card.

W3\

Y1\

PLAIN\

ENHANCE\

Y2\

PLAIN\

ENHANCE\

Y3\

PLAIN\

ENHANCE\

Y4\

PLAIN\

ENHANCE\

W1\

You see the most important and only regulation governing the purchase card as an Executive Order. While it is true that President Reagan authorized the use of purchase cards via Executive Order 12352 in March 1982, the purchase card is also subject to several other important regulations.

ENHANCE\

PLAIN\

W2\

You are thinking that your Agency regulations primarily govern the use of the purchase card. This is partially true. However, there are other regulations you need to be know about in order to use the purchase card properly.

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\ENHANCE\

\PLAIN\

\W3\

\ENHANCE\

\PLAIN\

\TOPICID\

009

\TITLE\

Key Players in the purchase card Process

\QUESTION\

\QUIZZABLE\

No

\Y1\

\Y2\

\Y3\

\Y4\

\W1\

\W2\

\W3\

\Y1\

\PLAIN\

\ENHANCE\

\Y2\

\PLAIN\

\ENHANCE\

\Y3\

\PLAIN\

\ENHANCE\

\Y4\

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\PLAIN\

\ENHANCE\

\W1\

\ENHANCE\

\PLAIN\

\W2\

\ENHANCE\

\PLAIN\

\W3\

\ENHANCE\

\PLAIN\

\TOPICID\

010

\TITLE\

Introduction to the governmentwide purchase card program

\QUESTION\

Let's begin with a discussion of what the governmentwide purchase card program will allow you to do. Can you tell me?

\QUIZZABLE\

Yes

\Y1\

I know the governmentwide purchase card program will eliminate the use of Imprest Funds for purchases under \$2500.

\Y2\

I know the governmentwide purchase card program replaces purchase requests and purchase requisitions for my small purchases under \$2500.

\Y3\

\Y4\

\W1\

The governmentwide purchase card will allow me to buy almost anything from big purchases to small purchases.

\W2\

\W3\

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Y11

You answered my question by saying that the governmentwide purchase card program will eliminate the use of Imprest Funds for purchases under \$2500. Yes, this is exactly what will happen.

PLAIN

ENHANCE

Y21

You are thinking clearly. The governmentwide purchase card program replaces purchase requests and purchase requisitions for your small purchases under \$2500.

PLAIN

ENHANCE

Besides replacing purchase orders and purchase requisitions, it can also give you easy access to already negotiated contracts from your procurement activity. So you can have the best of both worlds!

Y31

PLAIN

ENHANCE

Y41

PLAIN

ENHANCE

W11

So you think that you can use the purchase card for big purchases as well as small purchases? No, the purchase card has a small purchase focus. In fact, these small purchases are referred to as micropurchases and they are always under \$2500.

ENHANCE

There are also some other guidelines for the type of products you can buy and sources you should use. You'll be learning more about that soon.

PLAIN

W21

ENHANCE

PLAIN

W31

ENHANCE

PLAIN

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\TOPICID\

010

\TITLE\

Role and Responsibilities of the cardholder

\QUESTION\

We can see from our past discussions that a lot of focus is being placed on you, the cardholder. Why are you, the cardholder, the most important person in the successful use of the purchase card?

\QUIZZABLE\

No

\Y1\

I am authorized to spend government funds directly.

\Y2\

I decide what to buy, when to buy it and from whom to buy it. I keep track of my funds availability (unobligated funds) myself.

\Y3\

I hold the primary responsibility for the proper use of the purchase card.

\Y4\

All of the above.

\W1\

\W2\

\W3\

\Y1\

You answered that since you, as a cardholder, are authorized to spend government funds directly you are the most important person in the successful use of the purchase card. This is an excellent answer. It puts primary emphasis on the trust placed in you by your organization and the taxpayers of the United States.

\PLAIN\

\ENHANCE\

\Y2\

You think that since you decide what to buy, when to buy it and from whom to buy it and keep track of your funds availability (unobligated funds) yourself, that you are the most important person in the successful use of the purchase card. Your thinking shows that you understand how important it is to free small purchases from the cumbersome and expensive current procurement and payment system.

\PLAIN\

\ENHANCE\

\Y3\

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You sense that since you hold the primary responsibility for the proper use of the purchase card, this would make you the most important person in the successful use of the purchase card. You're right on track! It all begins with you.

^PLAIN^

^ENHANCE^

You will receive procurement authorization and thorough training to make sure that you are prepared to handle your primary responsibility for the proper use of the purchase card.

^Y4^

You think all the choices have merit and your instincts are correct. You are the most important person in the purchase card program because it all begins with you, and you make the decisions. You are empowered to spend government funds directly reflecting the trust placed in you by your organization and the taxpayers of the United States. Your role is VERY important to the successful operation of the purchase card program.

^PLAIN^

^ENHANCE^

^W1^

^ENHANCE^

^PLAIN^

^W2^

^ENHANCE^

^PLAIN^

^W3^

^ENHANCE^

^PLAIN^

^TOPICID^

011

^TITLE^

cardholders as Contracting Officers of Record

^QUESTION^

You, the cardholder, are considered the Contracting Officer of Record. I wonder if you can tell me what exactly that means?

^QUIZZABLE^

Yes

^Y1^

I know that being the Contracting Officer of Record for purchases made with the purchase card means the cardholder is the government's legal agent for each purchase made with the purchase card.

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\Y2\

\Y3\

\Y4\

\W1\

It is clear to me that being the Contracting Officer of Record when I use the purchase card simply clarifies for the files who made the purchase and that's all.

\W2\

\W3\

*Y1\

You think that the cardholder is the government's legal agent for each purchase made with the purchase card, this is true.

\PLAIN\

\ENHANCE\

*Y2\

\PLAIN\

\ENHANCE\

*Y3\

*PLAIN\

*ENHANCE\

*Y4\

*PLAIN\

*ENHANCE\

*W1\

You feel being the Contracting Officer of Record when you use the purchase card simply clarifies for the files who made the purchase. You feel there is no other significance. You are underestimating the importance of being the Contracting Officer of Record.

\ENHANCE\

\PLAIN\

*W2\

*ENHANCE\

GOVERNMENTWIDE PURCHASE CARD CD-ROM - BOTTOM HALF REPORT

\PLAIN\

*W3\

\ENHANCE\

\PLAIN\

\TOPICID\

012

\TITLE\

Cardholders as Procurement Officials under the Procurement Integrity Act

\QUESTION\

There is a lot of emphasis on ethics in government today. We all want to do the right thing. There are some guidelines for you. For example, let's talk about the Procurement Integrity Act. What is it and how does it affect you?

\QUIZZABLE\

Yes

\Y1\

\Y2\

The Procurement Integrity Act is a set of regulations that primarily apply to procurement officials. I am not a "procurement official" for purposes of the Procurement Integrity Act if my contracting activity is limited to the micropurchase threshold of \$2500 and my annual purchases do not exceed \$20,000.

\Y3\

\Y4\

\W1\

\W2\

The Procurement Integrity Act is a set of regulations that ONLY apply to procurement officials. For purposes of the Procurement Integrity Act, the term "procurement official" does NOT apply to me, as a cardholder, EVER. So I do not need to concern myself with it.

\W3\

*Y1\

\PLAIN\

\ENHANCE\

*Y2\

You think that The Procurement Integrity Act is a set of regulations that primarily apply to procurement officials. So your thinking goes that normally, you are not a "procurement official" for purposes of the Procurement Integrity Act if your contracting activity is limited to the micropurchase threshold of \$2500 and your annual purchases do not exceed \$20,000. Right you are! This is the normal situation for most people. However, certain Agencies might

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require you to take training on the Procurement Integrity Act and classify you as a "procurement official."

\PLAIN\

\ENHANCE\

If your Agency does classify you as a Procurement Official for purposes of the Procurement Integrity Act, you will be given specialized training in addition to the training you are **now** receiving.

\Y3\

\PLAIN\

\ENHANCE\

\Y4\

\PLAIN\

\ENHANCE\

\W1\

\ENHANCE\

\PLAIN\

\W2\

You are under the impression that the Procurement Integrity Act is a set of regulations that only apply to procurement officials. Therefore, you say, for purposes of the Procurement Integrity Act, the term "procurement official" does NOT EVER apply to you, as a cardholder. So you think you do not need to concern yourself with it. This is not always true!

\ENHANCE\

\PLAIN\

\W3\

\ENHANCE\

\PLAIN\

\TOPICID\

013

\TITLE\

Role and Responsibilities of the Approving Official

\QUESTION\

We will look closely at the role of each of the seven key players in the purchase card Program in our discussion. What is the role and what are the responsibilities of the Approving Official ?

\QUIZZABLE\

Yes

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Y1\

My Approving Official will make sure that all my purchase card transactions were necessary government purchases and in accordance with Federal Acquisition Procedures (FAR).

Y2\

My Approving Official reviews my documentation and certifies my Statement of Account for payment after I reconcile it.

Y3\

Y4\

W1\

My Approving Official will write up all documentation on all my purchases to make sure that they are complete and in compliance with regulations.

W2\

W3\

Y1\

You feel that your Approving Official will make sure that all your purchase card transactions were necessary government purchases and in accordance with Federal Acquisition Procedures (FAR). This is indeed a prime responsibility of the Approving Official. This is one of two good answers to this question. Can you find the other?

PLAIN\

ENHANCE\

Y2\

You see your Approving Official responsibilities as centered in reviewing your documentation and certifying your Statement of Account for payment after you reconcile it. This is precisely what the Approving Official must do, and one of the most important responsibilities of the position. This is one of two good answers to this question. Can you find the other?

PLAIN\

ENHANCE\

Y3\

PLAIN\

ENHANCE\

Y4\

PLAIN\

ENHANCE\

W1\

Your take on this question is that the Approving Official handles all the documentation of your purchases. To the cont

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rary, the cardholder documents his/her own transactions. The Approving Official acts as a your check/balance.

\ENHANCE\

\PLAIN\

\W2\

\ENHANCE\

\PLAIN\

\W3\

\ENHANCE\

\PLAIN\

\TOPICID\

014

\TITLE\

Role and Responsibilities of the Disputes Officer

\QUESTION\

Let's continue by looking at another key player in the purchase card program. Give me an example of the types of problems that would normally be handled by the Disputes Officer?

\QUIZZABLE\

Yes

\Y1\

I have some unacceptable merchandise and the vendor will not issue a return/credit. The Disputes Officer can help me.

\Y2\

I have an item that was disputed but I don't know its status. The Disputes Officer can find out if it has been resolved.

\Y3\

\Y4\

\W1\

I have a quality problem with products from a Required Source vendor. This is the ONLY type of problem I am to take to the Disputes Officer.

\W2\

\W3\

\Y1\

You are thinking that if you have some unacceptable merchandise and the vendor will not issue a return/credit, the Disputes Officer can help you. This is exactly the type of problem the Disputes Officer can help you solve.

~~Helping you resolve disputes involving the vendor as well as the purchase card company that you cannot resolve on~~

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your own is the primary job of the Disputes Officer. This is one of two good answers to this question. Can you find the other?

\PLAIN\

\ENHANCE\

*Y2\

You feel that if you have an item that was disputed but you don't know its status, the Disputes Officer can find out if it has been resolved. This is true. This is one of two good answers to this question. Can you find the other?

\PLAIN\

\ENHANCE\

*Y3\

*PLAIN\

*ENHANCE\

*Y4\

*PLAIN\

*ENHANCE\

*W1\

You have a quality problem with products from a Required Source. You believe this the ONLY type of problem the Disputes Officer solves. Not so. The Disputes Officer can help you solve private sector vendor problems as well.

\ENHANCE\

\PLAIN\

*W2\

*ENHANCE\

\PLAIN\

*W3\

\ENHANCE\

\PLAIN\

\TOPICID\

015

\TITLE\

Role and Responsibilities of the Paying/Finance Officer

\QUESTION\

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A closer examination of the role of another key player in the purchase card Promm is in order. What is the role and what are the responsibilities of the Paying/Finance Officer?

\QUIZZABLE\

No

\Y1\

My Paying/Finance Officer reviews my reconciled Statement of Account and documentation after my Approving Official has approved it. The Paying/Finance Officer determines how much to pay the purchase card company for each billing cycle and actually gets the disbursement taken care of as soon as possible.

\Y2\

\Y3\

\Y4\

\W1\

\W2\

My Paying/Finance Officer is the person I see about any disputed items so that payment can be withheld while the dispute is resolved.

\W3\

\Y1\

You know that your Paying/Finance Officer reviews your reconciled Statement of Account and documentation after your Approving Official has approved it. You also know that your Paying/Finance Officer determines how much to pay the purchase card company for each billing cycle and actually gets the disbursement taken care of as soon as possible. Your answer demonstrates you understand the nature of the role of the Paying/Finance Officer.

\PLAIN\

\ENHANCE\

\Y2\

\PLAIN\

\ENHANCE\

\Y3\

\PLAIN\

\ENHANCE\

\Y4\

\PLAIN\

\ENHANCE\

\W1\

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\ENHANCE\

\PLAIN\

*W2\

While the Paying/Finance Officer may be the same person as the Disputes Officer, sometimes it is not. Clearly identify who plays each role in your Agency so you know who to see.

*ENHANCE\

\PLAIN\

*W3\

\ENHANCE\

\PLAIN\

\TOPICID\

016

\TITLE\

Role and Responsibilities of the Program Coordinator

\QUESTION\

We need to explore another key position in the purchase card program, the position of the Program Coordinator. What is the role and what are the responsibilities of the Program Coordinator and how do they differ from those of the Approving Official?

\QUIZZABLE\

No

\Y1\

My Program Coordinator provides a final review of all purchase card accounts before payment and keeps necessary account information current. So, in essence, my Program Coordinator reviews my work and the work of my Approving Official

\Y2\

My Program Coordinator's main role is to act as my Agency's liaison with the purchase card company. The Program Coordinator has overall authority for all the cardholders and Approving Officials at my Agency.

\Y3\

My Program Coordinator helps me fill out an Account Setup Form , get a Delegation of Authority, and, if required, complete a Procurement Integrity Agreement.

\Y4\

All of the Above.

\W1\

\W2\

\W3\

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^Y1\

You see the Program Coordinator as providing a final review of all purchase card accounts before payment and keeping necessary account information current. The difference between this role and the role of the Approving Official is that your Program Coordinator reviews your work and the work of your Approving Official. Yes, the system work on checks and balances.

PLAIN\

^ENHANCE\

Your Program Coordinator also helps you fill out an Account Setup Form, gets a Delegation of Authority, and, if required, helps you complete a Procurement Integrity Agreement.

^Y2\

You are thinking that the Program Coordinator's main role is to act as your Agency's liaison with the purchase card company and that your Program Coordinator has overall authority for all the cardholders and all the Approving Officials at your Agency. Yes, these are some of the Program Coordinator's duties.

PLAIN\

^ENHANCE\

Your Program Coordinator also helps you fill out an Account Setup Form, gets a Delegation of Authority, and, if required, helps you complete a Procurement Integrity Agreement.

^Y3\

You are sure your Program Coordinator's main role is to help you fill out an Account Setup Form, get a Delegation of Authority, and, if required, help you complete a Procurement Integrity Agreement. Yes, this is one of the main duties of the Program Coordinator. Your Program Coordinator's main role is also to act as your Agency's liaison with the purchase card company and your Program Coordinator has overall authority for all the cardholders at your Agency.

PLAIN\

^ENHANCE\

Your Program Coordinator also provides a final review of all purchase card accounts before payment and keeps necessary account information current.

^Y4\

You see merit in all of these answers. Yes, this is a fact. The Program Coordinator has responsibilities for all of these areas. Your Program Coordinator provides a final review of all purchase card accounts before payment and keeps necessary account information current. Your Program Coordinator's main role is to act as your Agency's liaison with the purchase card company. Your Program Coordinator has overall authority for all the cardholders at your Agency. Your Program Coordinator helps you fill out an Account Setup Form, gets a Delegation of Authority, and, if required, helps you complete a Procurement Integrity Agreement.

PLAIN\

^ENHANCE\

^W1\

^ENHANCE\

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\PLAIN\

*W2\

*ENHANCE\

\PLAIN\

*W3\

\ENHANCE\

\PLAIN\

\TOPICID\

017

\TITLE\

Role and Responsibilities of vendors

\QUESTION\

Let's check out another the key player in the purchase card program. This player provides the products and services you purchase with your purchase card. What are the different types of vendors participating in the governmentwide purchase card program?

\QUIZZABLE\

Yes

\Y1\

The different types of vendors who participate in the governmentwide purchase card program are required sources inside or outside the government, another government Agency, or a private sector vendor of supplies or services (usually a small business).

\Y2\

\Y3\

\Y4\

\W1\

The term vendors for the governmentwide purchase card program refers to private sector sources of products and services. There only two different types of vendors - small or large businesses.

\W2\

\W3\

*Y1\

You are correctly sensing that there is a variety of sources available to you with the purchase card. You feel the different types of vendors who participate in the governmentwide purchase card program are required sources inside or outside the government, another government Agency, or a private sector vendor of supplies or services (usually a small business). These are all the different you are encouraged to use (in order).

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\PLAIN\

\ENHANCE\

*Y2\

\PLAIN\

\ENHANCE\

*Y3\

\PLAIN\

\ENHANCE\

*Y4\

\PLAIN\

\ENHANCE\

*W1\

You think the term vendors for the governmentwide purchase card program refers only to private sector sources of products and services. You think that there are only two different types of vendors - small or large businesses. This is only partially correct.

\ENHANCE\

T

\PLAIN\

*W2\

\ENHANCE\

\PLAIN\

*W3\

\ENHANCE\

\PLAIN\

\TOPICID\

018

\TITLE\

Role and Responsibilities of the purchase card company

\QUESTION\

We will now take a look at a key player in the purchase card program who is outside the government. What is the role and what are the responsibilities of the purchase card company?

GOVERNMENTWIDE PURCHASE CARD CD-ROM - BOTTOM HALF REPORT

\PLAIN\

\ENHANCE\

\Y4\

\PLAIN\

\ENHANCE\

\W1\

You feel that information on a vendor's past performance is confidential. No. If you do not access this information, you are missing out.

\ENHANCE\

\PLAIN\

\W2\

\ENHANCE\

\PLAIN\

\W3\

\ENHANCE\

\PLAIN\

\TOPICID\

082

\TITLE\

Summary - Acceptance Procedures

\QUESTION\

\QUIZZABLE\

No

\Y1\

\Y2\

\Y3\

\Y4\

\W1\

\W2\

\W3\

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*Y1\

\PLAIN\

\ENHANCE\

*Y2\

\PLAIN\

\ENHANCE\

*Y3\

\PLAIN\

\ENHANCE\

*Y4\

\PLAIN\

\ENHANCE\

*W1\

\ENHANCE\

\PLAIN\

*W2\

\ENHANCE\

\PLAIN\

*W3\

\ENHANCE\

\PLAIN\

\TOPICID\

083

\TITLE\

Overview - Your Statement of Account

\QUESTION\

\QUIZZABLE\

No

GOVERNMENTWIDE PURCHASE CARD CD-ROM - BOTTOM HALF REPORT

\Y1\

\Y2\

\Y3\

\Y4\

\W1\

\W2\

\W3\

\Y1\

\PLAIN\

\ENHANCE\

\Y2\

\PLAIN\

\ENHANCE\

\Y3\

\PLAIN\

\ENHANCE\

\Y4\

\PLAIN\

\ENHANCE\

\W1\

\ENHANCE\

\PLAIN\

\W2\

\ENHANCE\

\PLAIN\

\W3\

\ENHANCE\

GOVERNMENTWIDE PURCHASE CARD CD-ROM - BOTTOM HALF REPORT

\PLAIN\

\TOPICID\

084

\TITLE\

Reconciling your Statement of Account

\QUESTION\

You kept all your records because you knew you needed to reconcile your account at some point. Your monthly Statement of Account has arrived. What do you do?

\QUIZZABLE\

Yes

\Y1\

Using my receipts, I describe each item and affix my accounting code(s). I notate any discrepancies on the Statement of Questioned Item Form. I turn in all relevant documentation as required by my Agency's regulations to my Approving Official within 3-5 days after receipt of my Statement of Account.

\Y2\

\Y3\

\Y4\

\W1\

All I have to do is pull all the receipts that are sited on Statement of Account for my Approving Official to reconcile.

\W2\

\W3\

\Y1\

You see the process as pretty straightforward. Using your receipts, you describe each item and affix your accounting code(s). You notate any discrepancies on the Statement of Questioned Item Form. You turn in all relevant documentation as required by your Agency's regulations to my Approving Official within 3-5 days after receipt of your Statement of Account. Very good!

\PLAIN\

\ENHANCE\

\Y2\

\PLAIN\

\ENHANCE\

\Y3\

\PLAIN\

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*ENHANCE\

*Y4\

*PLAIN\

*ENHANCE\

*W1\

You say that all you have to do is pull all the receipts that are sited on Statement of Account for your Approving Official to reconcile. You have forgotten that you are responsible for reconciling your Statement of Account, not your Approving Official.

\ENHANCE\

\PLAIN\

*W2\

*ENHANCE\

\PLAIN\

*W3\

\ENHANCE\

\PLAIN\

\TOPICID\

085

\TITLE\

Price Differences between Quotes or Receipts and Statement of Account

\QUESTION\

You are in the process of reconciling your account. An item you purchased has a different charge than the written quotation you received from the vendor. You quickly check to see if shipping and handling were included in the quotation and that no sales tax was charged. This isn't the reason for the discrepancy so you must investigate further. What do you do?

\QUIZZABLE\

Yes

\Y1\

If the price on my Statement of Account has been altered for another reason other than shipping and handling charges or the mistaken charging of sales tax, I must then submit a Statement of Questioned Item Form.

\Y2\

\Y3\

\Y4\

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W1\

If the price on my Statement of Account has been altered for another reason other than shipping and handling charges or the mistaken charging of sales tax, I call the purchase card company immediately to adjust my account.

W2\

W3\

Y1\

it's pretty clear to you what needs to be done. If the price on your Statement of Account has been altered for another reason other than shipping and handling charges or the mistaken charging of sales tax, you must submit a Statement of Questioned Item Form. You check the block marked ALTERATION OF AMOUNT and send the original to the purchase card company.

PLAIN\

ENHANCE\

Y2\

PLAIN\

ENHANCE\

Y3\

PLAIN\

ENHANCE\

Y4\

PLAIN\

ENHANCE\

W1\

You seem convinced. If the price on your Statement of Account has been altered for another reason other than shipping and handling charges or the mistaken charging of sales tax, you call the purchase card company immediately to adjust my account. This is not the proper way to handle this situation.

ENHANCE\

PLAIN\

W2\

ENHANCE\

PLAIN\

W3\

GOVERNMENTWIDE PURCHASE CARD CD-ROM - BOTTOM HALF REPORT

ENHANCE\

PLAIN\

TOPICID\

086

TITLE\

Unapproved purchases

QUESTION\

You just got word that after reviewing your Statement of Account, your Approving Official will not approve one of your purchases. What happens?

QUIZZABLE\

Yes

Y1\

The government must pay for unapproved purchases and recoup the amount of the purchase from me.

Y2\

Y3\

Y4\

W1\

Nothing. The Contract between the purchase card company and the government protects the government and the cardholder from any problems arising from unapproved purchases.

W2\

W3\

Y1\

You think that the government must pay for unapproved purchases and recoup the amount of the purchase from you, the cardholder. You're absolutely right. This is why it is very important for you to understand how to use the purchase card properly.

PLAIN\

ENHANCE\

Y2\

PLAIN\

ENHANCE\

Y3\

PLAIN\

GOVERNMENTWIDE PURCHASE CARD CD-ROM - BOTTOM HALF REPORT

\ENHANCE\

\Y4\

\PLAIN\

\ENHANCE\

\W1\

So you see nothing happening if one of your purchases is not approved by your Approving Official. You think the Contract between the purchase card company and the government protects the government and the cardholder from any problems arising from unapproved purchases. No. There is no such agreement. The consequences for making unapproved purchases are of utmost importance to YOU.

\ENHANCE\

\PLAIN\

\W2\

\ENHANCE\

\PLAIN\

\W3\

\ENHANCE\

\PLAIN\

\TOPICID\

087

\TITLE\

Reconciling a Credit for a Sale in a Prior Billing Cycle

\QUESTION\

When you are reconciling your purchase card Account, how do you handle credits?

\QUIZZABLE\

Yes

\Y1\

Deduct the credit from the Statement of Account for the month in which the dispute was billed.

\Y2\

\Y3\

\Y4\

\W1\

Deduct the credit from the Statement of Account for the current month even if the credit is for a purchase in a past month

GOVERNMENTWIDE PURCHASE CARD CD-ROM - BOTTOM HALF REPORT

W2\

W3\

Y1\

You think that you should deduct the credit from the Statement of Account for the month in which the dispute was billed. Yes. This procedure will keep your account in perfect balance.

PLAIN\

ENHANCE\

Y2\

PLAIN\

ENHANCE\

Y3\

PLAIN\

ENHANCE\

Y4\

PLAIN\

ENHANCE\

W1\

You say that you must deduct the credit from the Statement of Account for the current month even if the credit is for a purchase in a past month. This will lead to inaccurate records.

ENHANCE\

PLAIN\

W2\

ENHANCE\

PLAIN\

W3\

ENHANCE\

PLAIN\

TOPICID\

088

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\TITLE\

Obtaining Copies of your Sales Drafts

\QUESTION\

What should you do if you do not have a sales draft to back up a purchase appearing on your Statement of Account?

\QUIZZABLE\

Yes

\Y1\

I would just submit a Statement of Questioned Item Form checking the block marked COPY REQUEST. The purchase card company will send a copy of the sales slip to me. Then my records will be complete.

\Y2\

\Y3\

\Y4\

\W1\

I would tell my Program Coordinator. Since it is his/her role to act as liason with the Purchahse card company, it is a routine matter for the Program Coordinator to request this sales draft.

\W2\

\W3\

\Y1\

You see this as a pretty straightforward proposition. You would just submit a Statement of Questioned Item Form checking the block marked COPY REQUEST. The purchase card company will send a copy of the sales slip to you to complete your records. Perfect! This action will solve your problem correctly.

\PLAIN\

\ENHANCE\

\Y2\

\PLAIN\

\ENHANCE\

\Y3\

\PLAIN\

\ENHANCE\

\Y4\

\PLAIN\

\ENHANCE\

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\W1\

You would take this matter to your Program Coordinator. It is your view that since it is his/her role to act as liaison with the purchase card company, it is a routine matter for the Program Coordinator to request this sales draft. No. This is not the correct action for you to take.

\ENHANCE\

\PLAIN\

\W2\

\ENHANCE\

\PLAIN\

\W3\

\ENHANCE\

\PLAIN\

\TOPICID\

089

\TITLE\

Questionable Billings

\QUESTION\

What should you do if you cannot identify an item on your Statement of Account because the description doesn't give you enough information?

\QUIZZABLE\

Yes

\Y1\

I know this! I would submit a cardholder Statement of Questioned Item Form. I would check the block marked INADEQUATE DESCRIPTION/UNRECOGNIZED CHARGE.

\Y2\

\Y3\

\Y4\

\W1\

I would tell my Paying/Finance Officer not to pay it because I don't know what it is. The Paying/Finance Officer will contact the purchase card company and get additional information.

\W2\

\W3\

\Y1\

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You're sure on this one! You would submit a cardholder Statement of Questioned Item Form checking the block marked INADEQUATE DESCRIPTION/UNRECOGNIZED CHARGE. Precisely!

\PLAIN\

\ENHANCE\

*Y2\

\PLAIN\

\ENHANCE\

*Y3\

\PLAIN\

\ENHANCE\

*Y4\

\PLAIN\

\ENHANCE\

*W1\

You would take this matter to your Paying/Finance Officer and stop payment on it. you feel your Paying/Finance Officer should be able to contact the purchase card company and get additional information. This action will lead you no where. There is a better way!

\ENHANCE\

\PLAIN\

*W2\

\ENHANCE\

\PLAIN\

*W3\

\ENHANCE\

\PLAIN\

\TOPICID\

090

\TITLE\

Item Billed but Not Received

\QUESTION\

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You have been billed for an item purchased, but have not yet received it. You contacted the vendor, and the item has been shipped. What should you do?

Q1ZTABLE1

Yes

Y1:

The first thing I would do is check my Agency's procedures.

Y2:

Y3:

Y4:

W1:

This is an easy one. Since the vendor has already shipped the item, the proper procedure is to mark the purchase as not received right on the Statement of Account.

W2:

W3:

Y1:

You chose the best bet! Check your own Agency's procedures. Some agencies will authorize payment of an item that has been shipped but not received. Other agencies require the cardholder to dispute the item using Statement of Questioned Item Form marking the block MERCHANDISE OR SERVICE NOT RECEIVED IN THE AMOUNT OF \$_____.

PLAIN

ENHANCE

Y2:

PLAIN

ENHANCE

Y3:

PLAIN

ENHANCE

Y4:

PLAIN

ENHANCE

W1:

You feel pretty comfortable saying that since the vendor has already shipped the item, the proper procedure is to mark the purchase as not received right on the Statement of Account. Oh, I'm sure you know better!

GOVERNMENTWIDE PURCHASE CARD CD-ROM - BOTTOM HALF REPORT

ENHANCE\

PLAIN\

W2\

ENHANCE\

PLAIN\

W3\

ENHANCE\

PLAIN\

TOPICID\

091

TITLE\

Item Billed, Returned, but Not Credited

QUESTION\

You have returned an item and received a credit voucher from the vendor. However, you do not have a credit for it on your Statement of Account. What do you do?

QUIZZABLE\

Yes

Y1\

I know what to do. I would submit a Statement of Questioned item Form checking the block marked "CREDIT NOT RECEIVED". Then I would send the original form to the purchase card company

Y2\

Y3\

Y4\

W1\

I would submit a Statement of Questioned Item Form checking the block marked "MERCHANDISE RETURNED IN THE AMOUNT OF \$_____". I would send the original form to the purchase card company.

W2\

W3\

Y1\

You would submit a Statement of Questioned Item Form checking the block marked "CREDIT NOT RECEIVED". Then you would send the original form to the purchase card company. Perfect response! This will take care of the problem nicely.!

PLAIN\

GOVERNMENTWIDE PURCHASE CARD CD-ROM - BOTTOM HALF REPORT

\ENHANCE\

\Y2\

\PLAIN\

\ENHANCE\

\Y3\

\PLAIN\

\ENHANCE\

\Y4\

\PLAIN\

\ENHANCE\

\W1\

You would submit a Statement of Questioned Item Form checking the block marked "MERCHANDISE RETURNED IN THE AMOUNT OF \$_____." This is a common mistake. Remember you have the credit voucher from the vendor, it just isn't showing up yet on your Statement of Account.

\ENHANCE\

\PLAIN\

\W2\

\ENHANCE\

\PLAIN\

\W3\

\ENHANCE\

\PLAIN\

\TOPICID\

092

\TITLE\

Multiple Billing

\QUESTION\

What do you do if you have been double billed for the same item on your Statement of Account?

\QUIZZABLE\

Yes

GOVERNMENTWIDE PURCHASE CARD CD-ROM - BOTTOM HALF REPORT

Y1\

I would submit a Statement of Questioned Item Form checking the block marked DUPLICATE PROCESSING. I would then send the original form to the purchase card company.

Y2\

Y3\

Y4\

W1\

I would mark out the duplicate billing on my Statement of Account and label it "DOUBLE BILLING". Then my Approving Official will see it and initial it.

W2\

W3\

Y1\

You know the drill! Submit a Statement of Questioned Item Form checking the block marked DUPLICATE PROCESSING. Then send the original form to the purchase card company. No problem!

PLAIN\

ENHANCE\

Y2\

PLAIN\

ENHANCE\

Y3\

PLAIN\

ENHANCE\

Y4\

PLAIN\

ENHANCE\

W1\

You would mark out the duplicate billing on your Statement of Account and label it "DOUBLE BILLING". Then your Approving Official will see it and initial it. Nope!

ENHANCE\

PLAIN\

W2\

GOVERNMENTWIDE PURCHASE CARD CD-ROM - BOTTOM HALF REPORT

^ENHANCE\

^PLAIN\

^W3\

^ENHANCE\

^PLAIN\

^TOPICID\

093

^TITLE\

Item Billed but Not Ordered.

^QUESTION\

You have been billed for an item that you never ordered. What do you do?

^QUIZZABLE\

Yes

^Y1\

I would submit a Statement of Questioned Item Form checking the block marked UNAUTHORIZED MAIL OR PHONE ORDER. I would then send the original form to the purchase card company.

^Y2\

^Y3\

^Y4\

^W1\

I would fill out the Statement of Questioned Item form checking block number 11 since none of the other reasons listed on the form apply. Then I would send the original to the purchase card company.

^W2\

^W3\

^Y1\

You would submit a Statement of Questioned Item Form checking the block marked UNAUTHORIZED MAIL OR PHONE ORDER. You would then send the original form to the purchase card company.

^PLAIN\

^ENHANCE\

^Y2\

^PLAIN\

^ENHANCE\

GOVERNMENTWIDE PURCHASE CARD CD-ROM - BOTTOM HALF REPORT

\Y3\

\PLAIN\

\ENHANCE\

\Y4\

\PLAIN\

\ENHANCE\

\W1\

Your on the right form (Statement of Questioned Item form), but your filling out the wrong area if you go to block number 11.

\ENHANCE\

\PLAIN\

\W2\

\ENHANCE\

\PLAIN\

\W3\

\ENHANCE\

\PLAIN\

\TOPIC\D\

094

\TITLE\

Summary - Your Statement of Account

\QUESTION\

\QUIZZABLE\

No

\Y1\

\Y2\

\Y3\

\Y4\

\W1\

GOVERNMENTWIDE PURCHASE CARD CD-ROM - BOTTOM HALF REPORT

W2\

W3\

Y1\

PLAIN\

ENHANCE\

Y2\

PLAIN\

ENHANCE\

Y3\

PLAIN\

ENHANCE\

Y4\

PLAIN\

ENHANCE\

W1\

ENHANCE\

PLAIN\

W2\

ENHANCE\

PLAIN\

W3\

ENHANCE\

PLAIN\

TOPICID\

095

TITLE\

Overview - Ethics

QUESTION\

GOVERNMENTWIDE PURCHASE CARD CD-ROM - BOTTOM HALF REPORT

QUIZZABLE\

No

Y1\

Y2\

Y3\

Y4\

W1\

W2\

W3\

Y1\

PLAIN\

ENHANCE\

Y2\

PLAIN\

ENHANCE\

Y3\

PLAIN\

ENHANCE\

Y4\

PLAIN\

ENHANCE\

W1\

ENHANCE\

PLAIN\

W2\

ENHANCE\

PLAIN\

W3\